



Vacancy Announcement

Position Name: Site Supervisor | Vacancy: 1

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the Rohingya people of Cox's Bazar. As part of its Health & Nutrition interventions in support with WFP & UNHCR, SARPV is implementing **“Integrated nutrition interventions to address malnutrition among Rohingya refugees.”**

Job Responsibilities:

Overall Objective:

- To ensure the smooth and proper running of the program through providing systematic and regular supervision, monitoring and follow up of all activities at the field level through center staffs and field Volunteers.

Assignment:

- Develop and adapt necessary reporting formats and prepare a monitoring matrix for the program.
- Supervision of SARPV nutrition program activities in assigned Nutrition center.
- Provide all types of technical supports to the center level staffs.
- Assist the Program Manager for the overall management of the program.
- S/He will spend 20% time at the field and 80% for center related work, training and meeting.

Main duties & Responsibilities:

A) Screening, detection of SAM/MAM, malnourished PLW and referral mechanism:

- Supervision and monitoring of full anthropometric assessment at center level and ensuring proper admission-discharge criteria being followed for all the children and PLW.
- Supervision and monitoring of referral mechanism and admission & discharge criteria being followed in case any MAM/malnourished PLW detection.
- Supervision of referral of SAM/MAM or necessary cases to the attached OTP/TSFP/BSFP/IYCF/CMAMI points and ensuring their admission.
- Supervision, monitoring and follow up of all the activities at different points of the center and ensuring that they are running all the activities according to established protocols and standards given by WHO/UNHCR/WFP.

B) Ensure BCC component of the OTP Programme is in place:

- Ensure the quality regular nutrition education session every day.
- Ensure cooking demonstration session for newly admitted beneficiaries.
- Ensure regular IYCF messaging in community.

- Ensure appropriate IEC materials used by Health Educators in the session.
- Ensure good quality of nutrition education session at the center by making dynamic plans of cascading efficient message and community level.

C) Quality control of the Program:

- Ensure the implementation and follow up of standard protocols in the nutrition center.
- Ensure that any instant critical issue is taken care of from the technical point of view.
- Ensure and monitoring of Support Group Meeting regularly at field level.
- Ensure the hygiene maintenance in the center.
- Ensure proper crowd management and complain mechanism establishment.
- Ensure all the beneficiaries cards, monitoring cards are filled in properly.
- Ensure proper official etiquette management in the center.
- Ensure the medical checkup supervised by nurse is properly done according to the standard protocol.
- Make sure every data and information related to beneficiaries are recorded and calculated properly.
- Ensure good collaboration with outreach supervisor for making the program more fruitful.

D) Training of the staffs:

- Prepare action plan on probationary period and ensure appraisal after probationary period and at the end six-months tenure for all program staffs.
- Identify the strengths and weaknesses of the staffs and build up the capacity of staffs.
- Identify the needs for training of different categories of staffs in the program and develop training module in collaboration with Program Management.
- Formal and on the job training of personnel in close collaboration with WFP, UNHCR.

E) Report/Analysis:

- Prepare monthly target and activities plan for thyself and other center staffs if necessary, Outreach Supervisors and Outreach Volunteers.
- Submission of daily admission and distribution report and outreach reports to the program through assigned MIS officers.
- Prepare and submission of Monthly Statistical and analytical Report to the PM to compile within 1st of the next month.
- Support to the SK for collection and compilation of the stock reports (consumption, stock balance and request new supplies for food and non-food items for the BSFP & TSFP center.)
- Report any kind of problem to the PM.
- Make sure that daily, weekly and monthly record of beneficiaries (admissions, cured, defaulters, death, transfer, gain of weight, length of stay, etc.) is in place and staffs of nutrition program are able to fulfill the task efficiently.

F) Control:

- Control and follow up of distribution and consumption of food products & medications in the center and ensure adequate supplies through LO and SK.
- Ensure adequate stock levels are maintained at the camp level warehouse.

- Check, control and ensure the attendance of nutrition staffs and respecting working hours.
- Check the appropriate use of nutrition equipment and materials in the center and identify the need for repair or replacement of them if they are out of order.

G) Coordination and collaborations:

- Work in close collaboration and coordination with UNHCR & WFP field staffs and give timely feedback on going activities through PM.
- Collaboration and coordination with respective CIC (Camp in Charge) office.
- Collaboration and coordination with other stakeholders at field level.
- Active participation to and supervision of the community mobilization and awareness sessions among the local population.
- Ensure monthly coordination meeting of SARPV field staffs at the Camp level.

Attend weekly/biweekly/monthly meeting at Ukhiya/Cox's Bazar office with PM regularly

Educational / Professional Background:

- Master's degree in Nutrition and Food Science/MPH

Required Competences, Experiences & Skills:

- At least 1-year experience in the field of management of nutrition project
- Ability to ensure coordination & negotiation with partners on the ground
- Technically sound on nutrition aspect
- Well known about the country strategy and guideline of CMAM
- Good communication and presentation skills
- Team-building, capacity building and training skills
- Language: Must be proficient in English and Bangla in both writing and speaking
- Excellent computer skill (Microsoft office: Word, Excel and Power point).

Competency: In Microsoft excel, word, Power Point and internet browsing for the basic communication.

Employment Status: Contractual, until 31st December, 2022 (renewable)

Job Location: Ukhiya, Cox's Bazar.

Salary: Monthly Gross Salary 65000/- Taka.

Compensation & Other Benefit:

- 2 Days weekly holiday
- 2 Festival bonus

Apply procedure: If the candidates feel that their qualification, exposure and experience match with

our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to sarpv.advertisement@gmail.com on or before the closing date. Please mention only the "Position Name" as the subject of the mail. Interview will take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Application deadline: 07th May 2022

Organization information: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.